HR
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Business Intelligence Reporting

FI Demo 1: Creating a Basic Ad Hoc Query

Washington State HRMS Business Intelligence (BI)
BI Power User Workshop Materials

General Topics – BI Financials Power Users

FI Demo 1: Creating a Basic Ad Hoc Query

The following demonstration will show how to create a basic ad hoc query in BEx Query Designer using the Financials InfoCube (AFRS Payroll – ZPY_C51). This demonstration will create a query that includes:

➢ Payroll Costs by Biennium

➢ Payroll Costs by AFRS Agency

➢ Payroll Costs by Object

➢ Payroll Costs by Sub-Object

Concepts covered in this demonstration include:

I.   Accessing BEx Query Designer

II.   Creating a New Ad Hoc Query

III.   Adding Key Figures

IV.   Adding Characteristics

V.   Adding Free Characteristics

VI.   Adding Filters

VII.   Adding Variables

VIII.   Saving the Ad Hoc Query

IX.   Running the Ad Hoc Query

X.   Ad Hoc Query Results
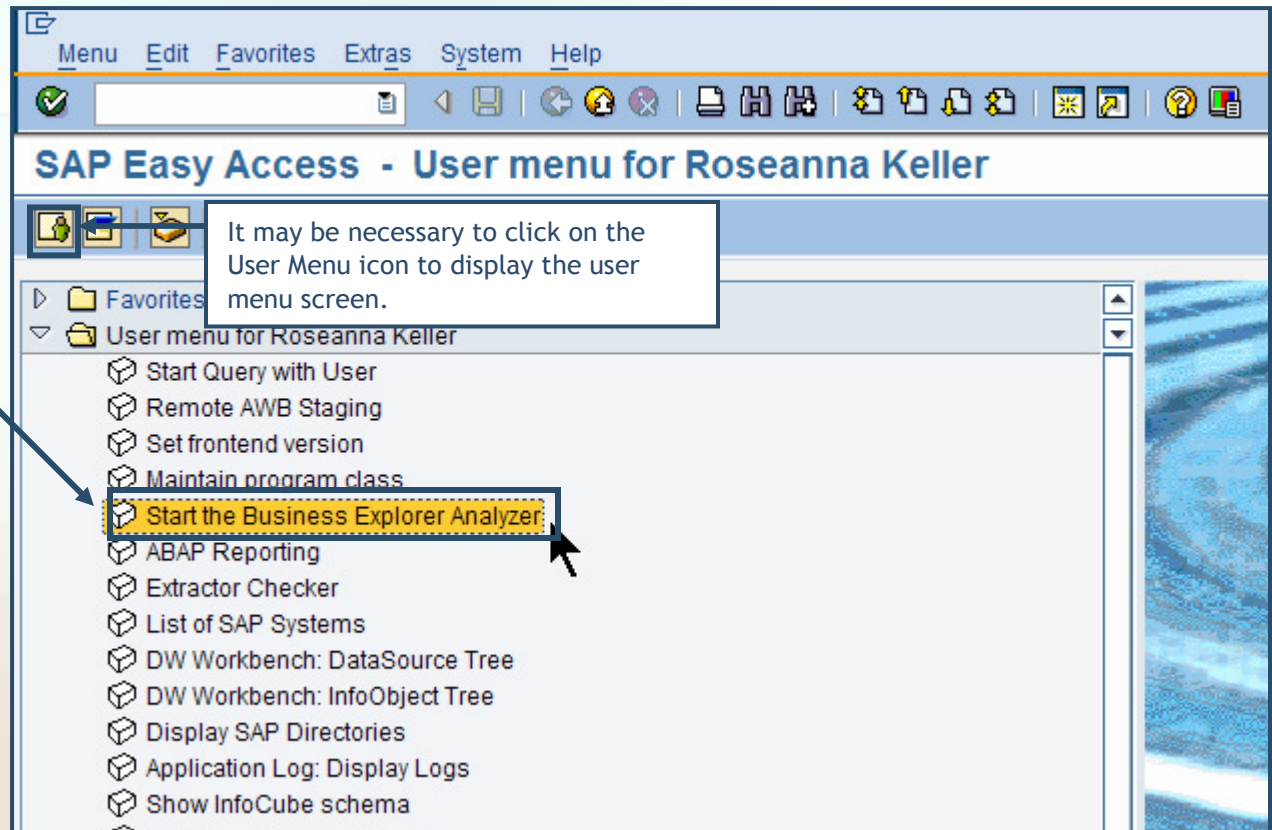
RK_FI_Demo_Basic_1				
Display As Table ▼	Information	Send	Print Version	Export to Excel	Comments

				AFRS Dollars ⇕
	Biennium ⇕	Agency ⇕	Object ⇕	$
Columns	2009	DEPARTMENT OF PERSONNEL	EMPLOYEE BENEFITS	143,731.87
• Key Figures			GRANTS, BENEFITS & CLIENT SERVICES	594.50
Rows			SALARIES AND WAGES	568,583.37
• Biennium			Result	712,909.74
• Agency		Result		712,909.74
• Object	Overall Result			712,909.74

FI Demo 1: Basic Ad Hoc Query Results

FI Demo 1: Creating a Basic Ad Hoc Query
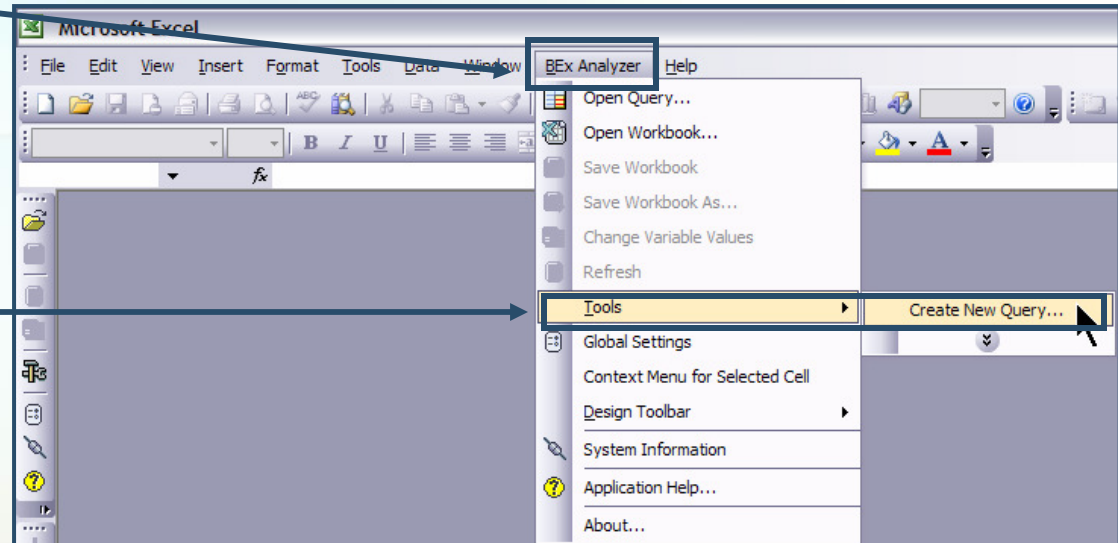
I. Accessing BEx Query Designer

1. Logon to the HRMS Business Intelligence via SAP GUI as described in the Business Explorer (BEx) module.

2. Double-click the "Start the Business Explorer Analyzer" link.

> It may be necessary to click on the User Menu icon to display the user menu screen.

Menu   Edit   Favorites   Extras   System   Help

SAP Easy Access - User menu for Roseanna Keller

▷ 📁 Favorites
▽ 🗁 User menu for Roseanna Keller
   ⬡ Start Query with User
   ⬡ Remote AWB Staging
   ⬡ Set frontend version
   ⬡ Maintain program class
   ⬡ Start the Business Explorer Analyzer
   ⬡ ABAP Reporting
   ⬡ Extractor Checker
   ⬡ List of SAP Systems
   ⬡ DW Workbench: DataSource Tree
   ⬡ DW Workbench: InfoObject Tree
   ⬡ Display SAP Directories
   ⬡ Application Log: Display Logs
   ⬡ Show InfoCube schema

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I. Accessing BEx Query Designer, Cont...

3. Click the "BEx Analyzer" menu item.

4. Select "Tools".

5. Click "Query Designer".

OR

3. Click the Tools icon on the BEx Query Analyzer toolbar.

4. Click "Create New Query...".
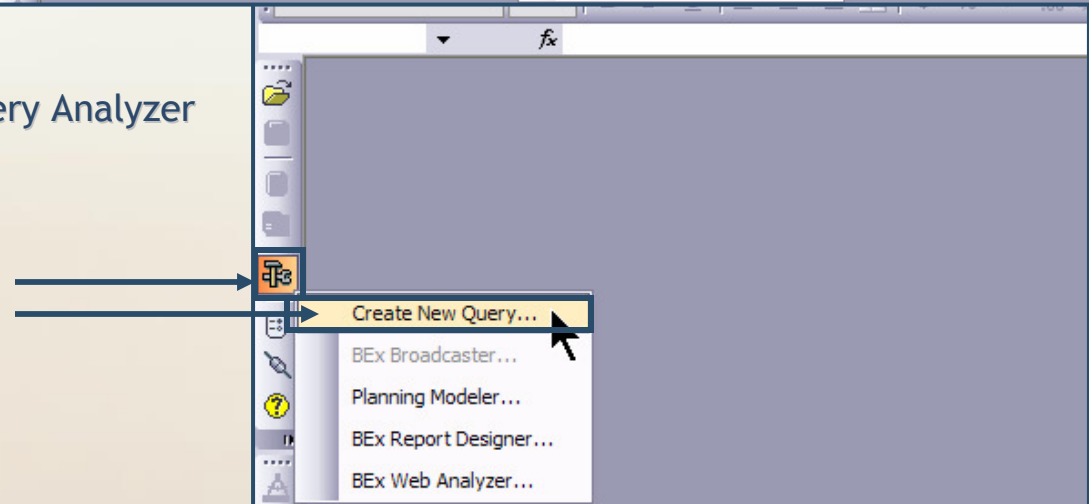
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I. Accessing BEx Query Designer, Cont…

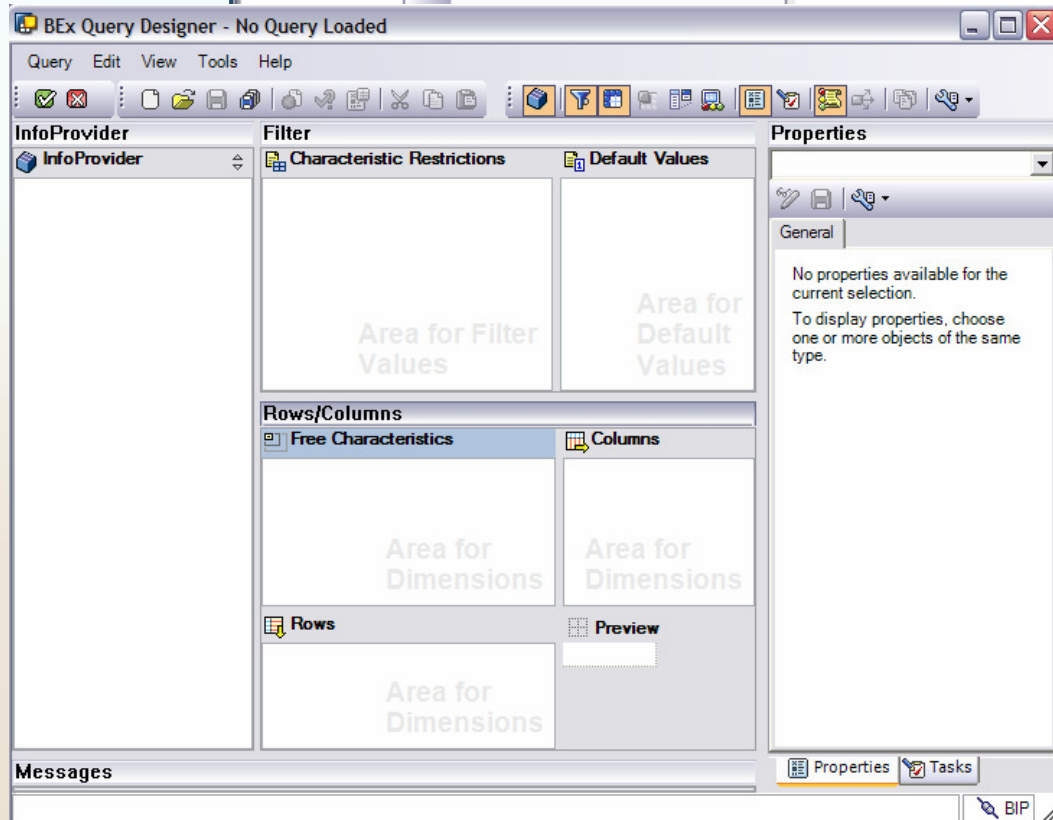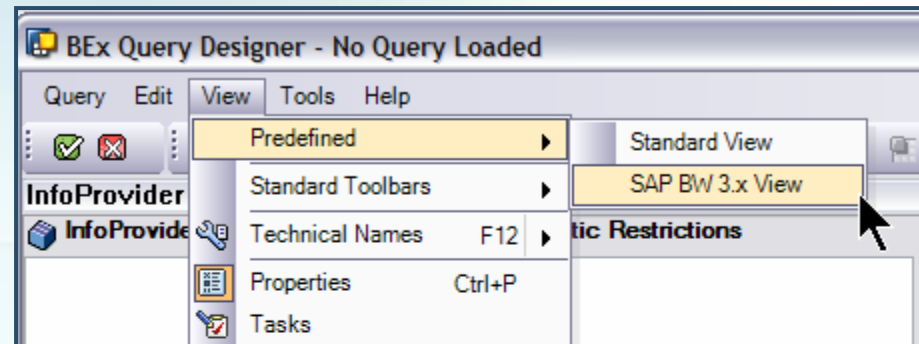Result: BEx Query Designer will be opened in the Standard View.

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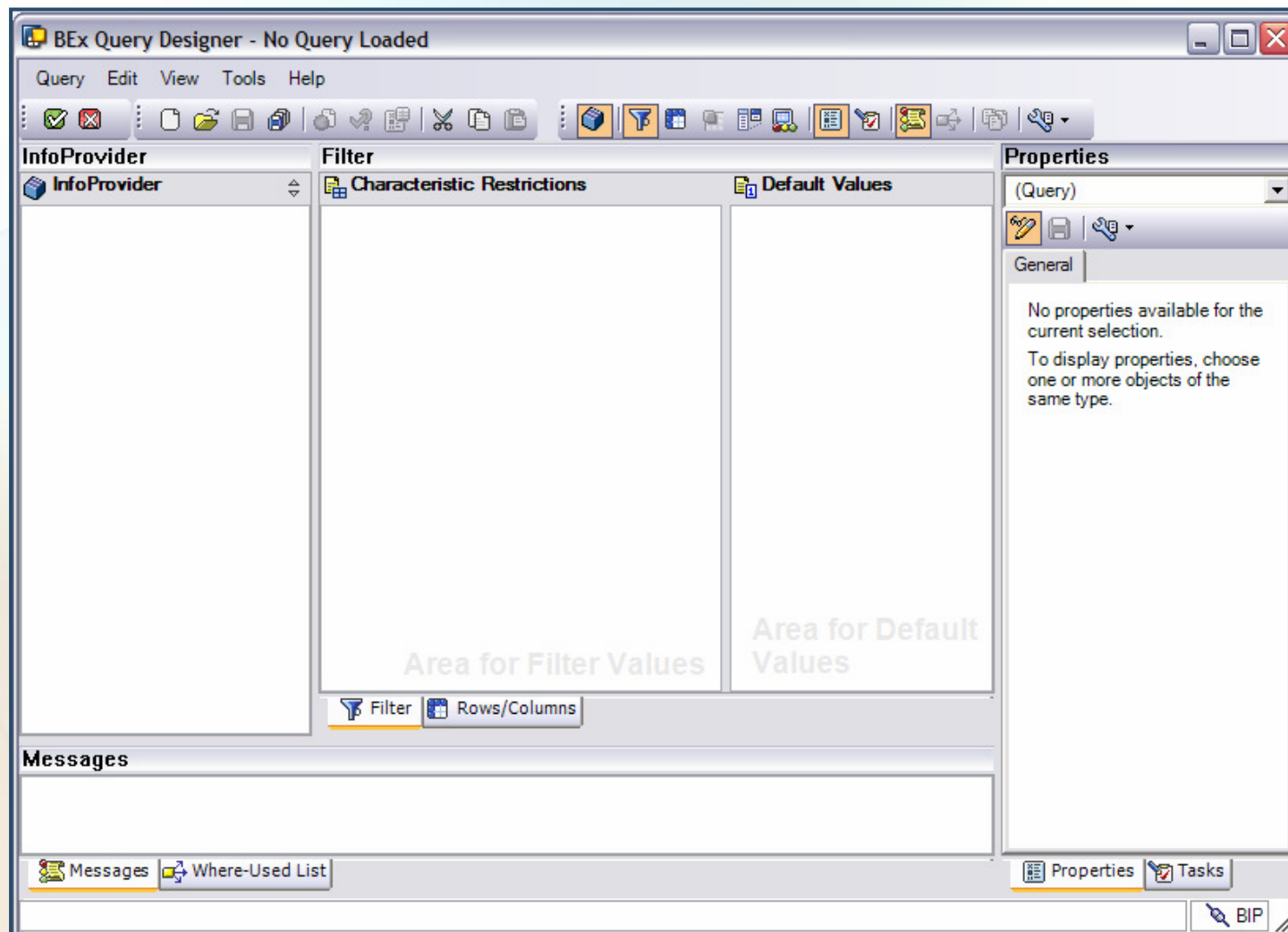
I. Accessing BEx Query Designer, Cont...

To change the view to SAP BW 3.x view:

1. Click the "View" menu item.

2. Select "Predefined".

3. Click "SAP BW 3.x View".

Result: SAP BW 3.x View is displayed.

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II. Creating a New Ad Hoc Query

1. Click the New Query icon ▯ from the BEx Query Designer toolbar.

Result: The New Query: Select InfoProvider screen is displayed.

2. Click on the InfoAreas tab, if necessary.

3. Expand the AFRS Payroll InfoArea from the "New Query – Select InfoProvider" screen.

4. Select AFRS Payroll (Technical Name – ZPY_C51).

5. Click Open.
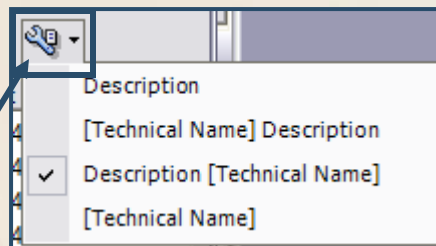
Click the Technical Names icon to View InfoArea Technical Names.
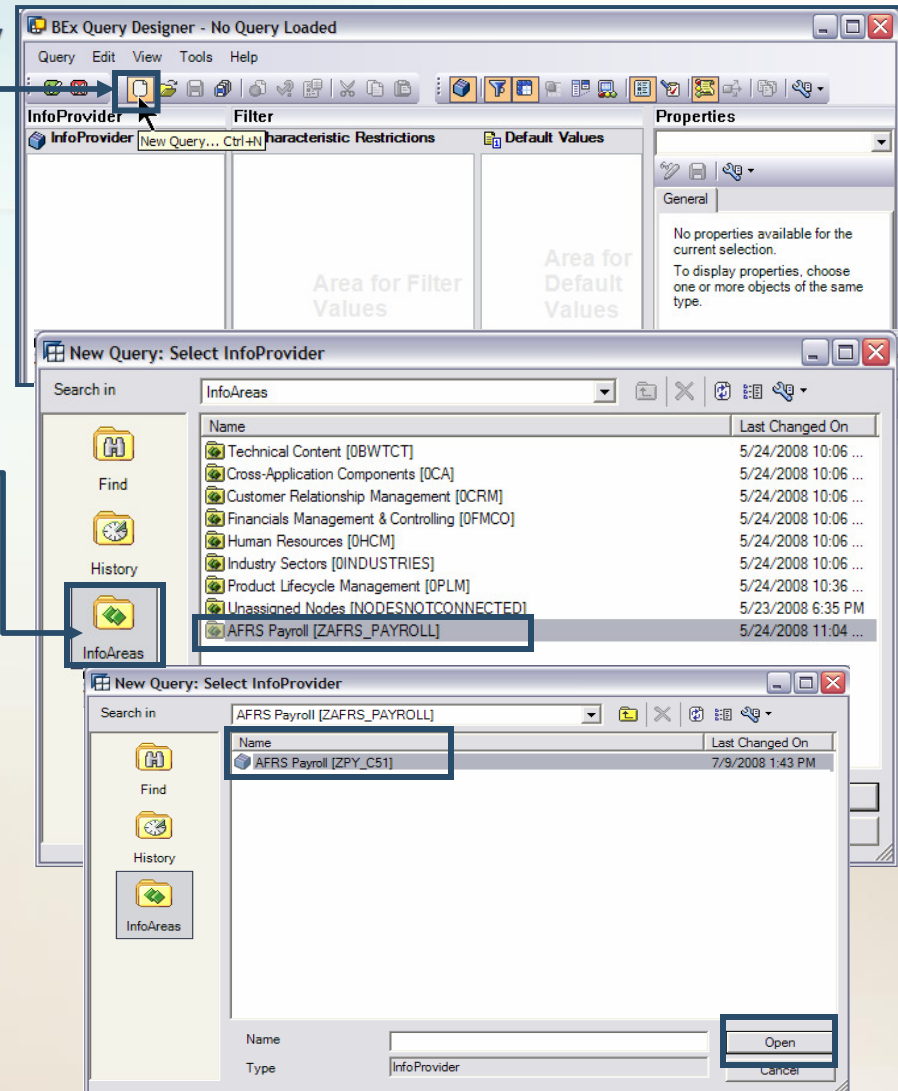
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III. Adding Key Figures

1. Expand the Key Figures section by clicking on the Expand icon. ⊞

2. Drag&Drop AFRS Dollars from the Key Figures section to the Columns section of the query.

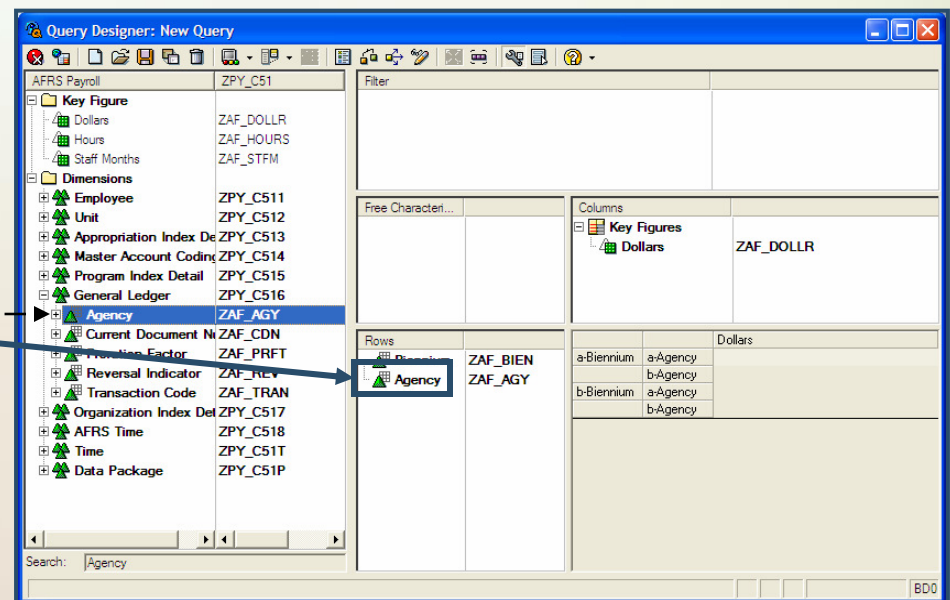   This will add the Payroll Costs to the ad hoc query results.
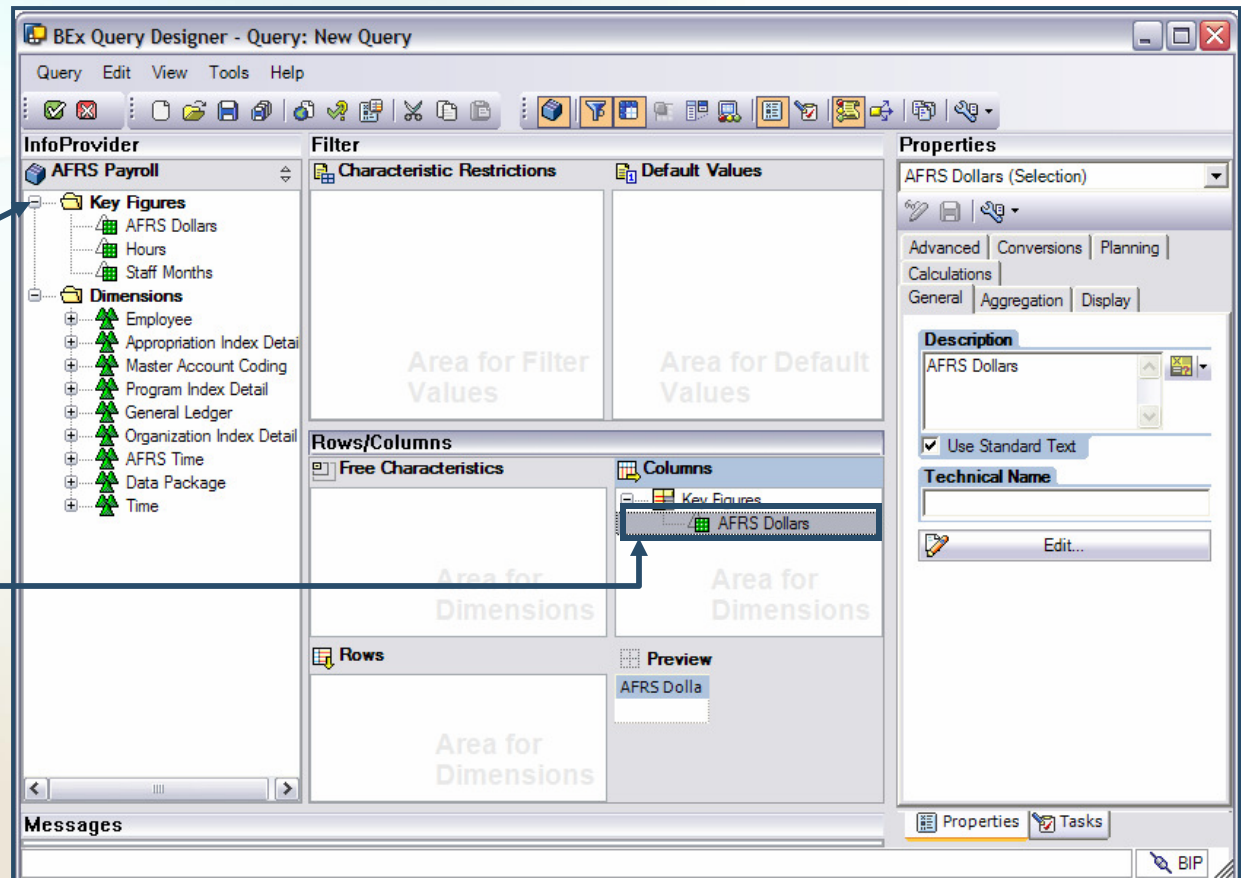
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IV. Adding Characteristics

1. Expand the AFRS Time Dimension.

2. Drag&Drop the Biennium Characteristic to the Rows section of the query.

3. Expand the General Ledger Dimension.

4. Drag&Drop the Agency Characteristic from the General Ledger Dimension to the Rows section of the query.

IV. Adding Characteristics, Cont...

5.   Expand the Master Account Coding Dimension.

6.   Drag&Drop the Object Characteristic from the Master Account Coding Dimension to the Rows section of the query.

Adding the above Characteristics will allow the employee to view Payroll Costs by Biennium, Agency and Object.

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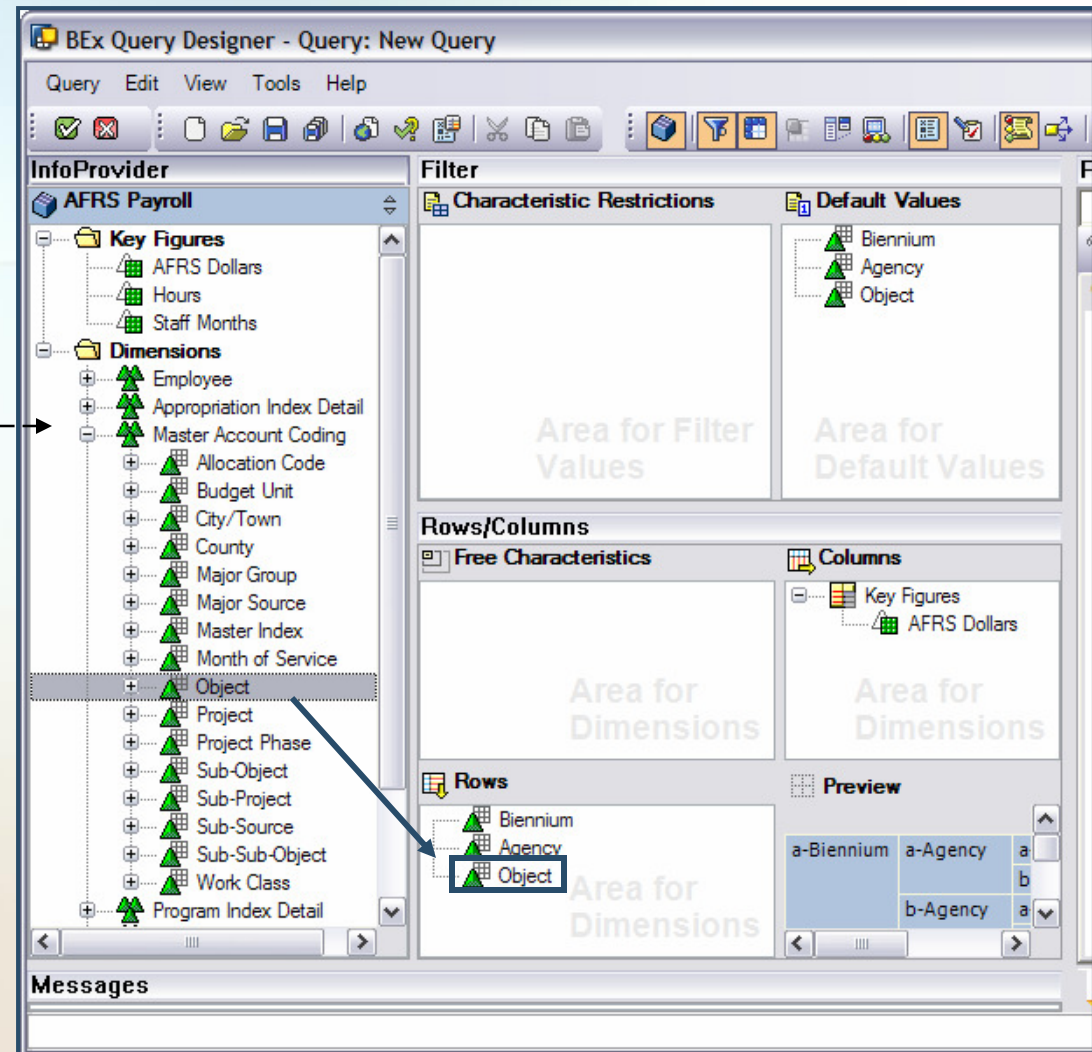
V. Adding Free Characteristics

1. Drag&Drop the Sub-Object Characteristic from the Master Account Coding Dimension to the Free Characteristics section of the query.

Adding the above Free Characteristic will allow the user to add the Sub-Object to the ad hoc query results once the query has been run. Sub-Object will not be included in the initial results.
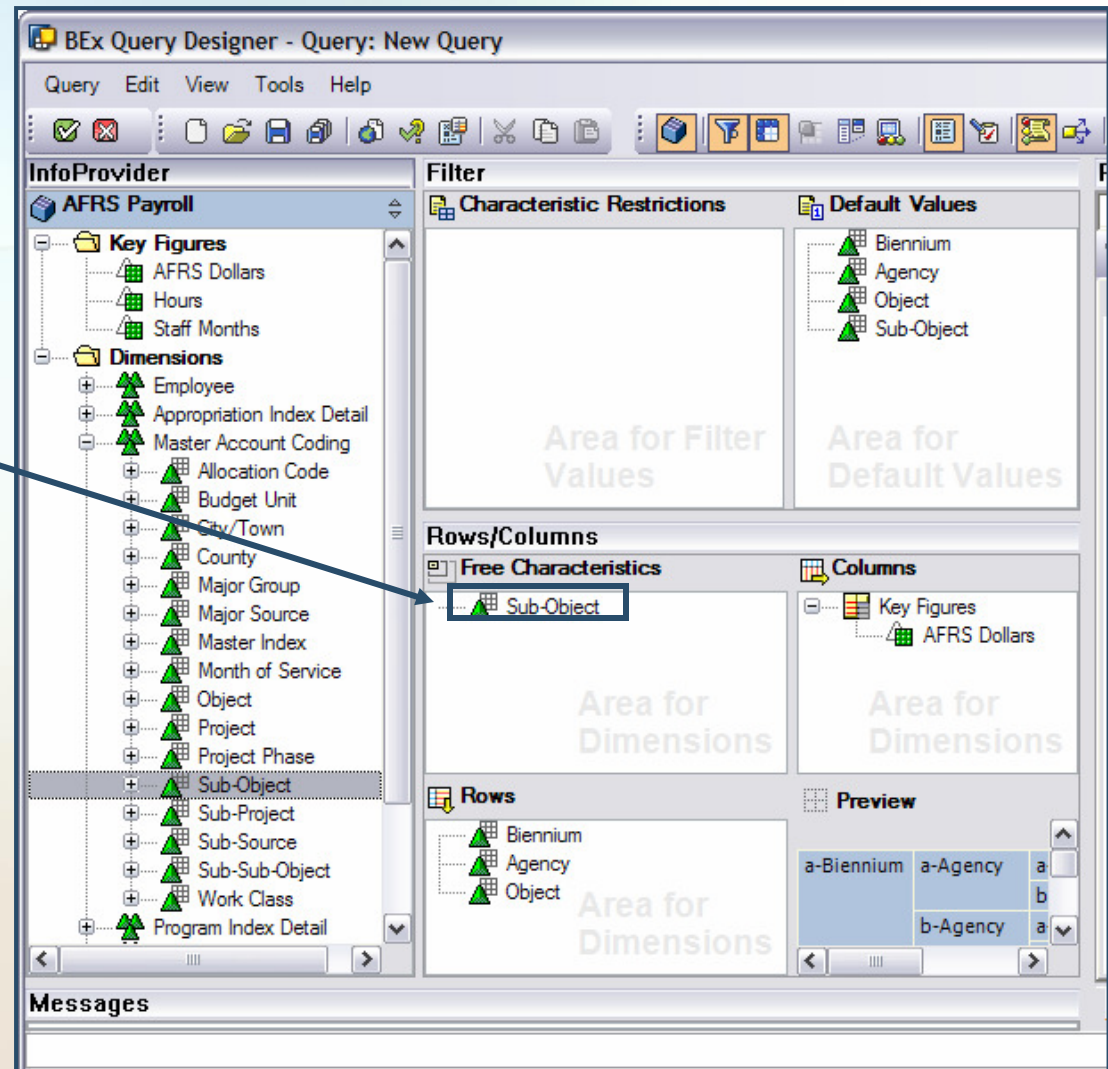
VI. Adding Filters

1. Expand the AFRS Time Dimension.

2. Drag&Drop the In-Period Characteristic from the AFRS Time Dimension to the Filter section of the Query Designer.

> The Filter does not have a value at this time. It must be restricted or a Variable must be added. See the next section (section VII – Adding Variables) for steps to add the Filter variable for In-Period.
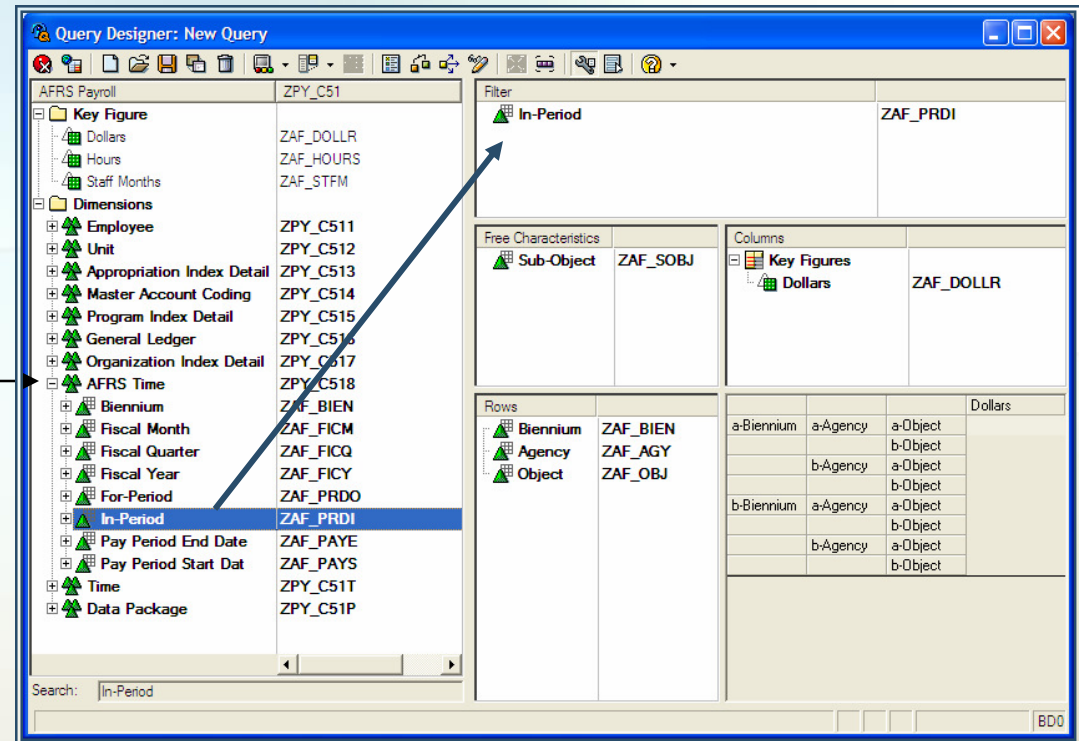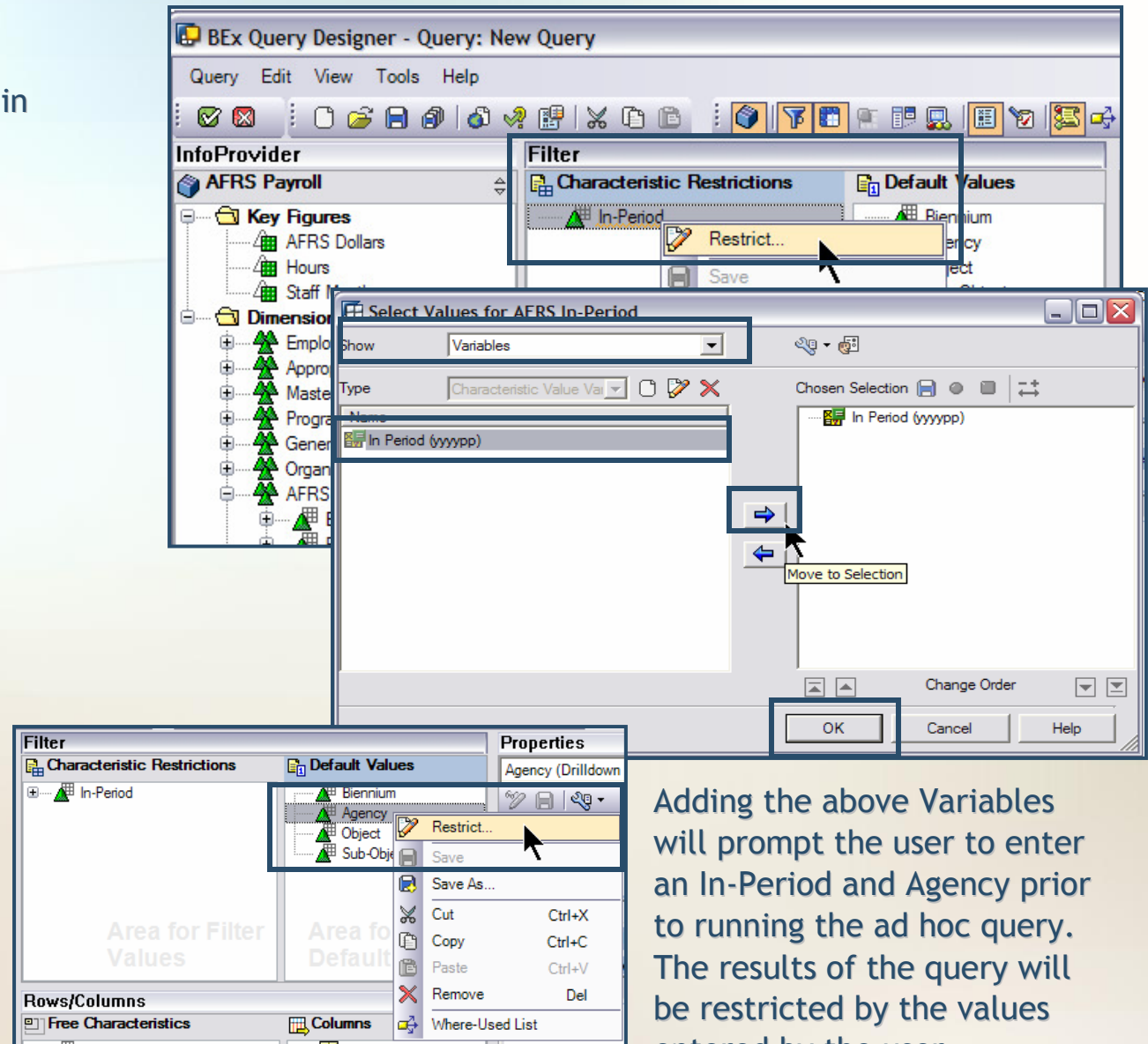
Adding the above Filter will restrict the results of the ad hoc query based on the Filter value.

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VII. Adding Variables

1. Right click the "In-Period" in the Filter Section.

2. Select "Restrict".

3. From the "Select Values for AFRS In-Period", select "Variables" in the "Show" field.

4. Select "In-Period (yyyypp)" and click the "Move to Selection" button.

5. Click OK

6. Add the variable for Agency the same way.

Adding the above Variables will prompt the user to enter an In-Period and Agency prior to running the ad hoc query. The results of the query will be restricted by the values entered by the user.

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VIII. Saving the Ad Hoc Query

1. Click the Save Query icon 🖫 from the BEx Query Designer toolbar.

2. Enter the query Description in the Description field of the Save Query As prompt.

3. Enter the query Technical Name in the Technical Name field of the Save Query As prompt.
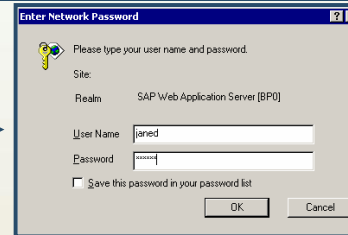
4. Click Save.
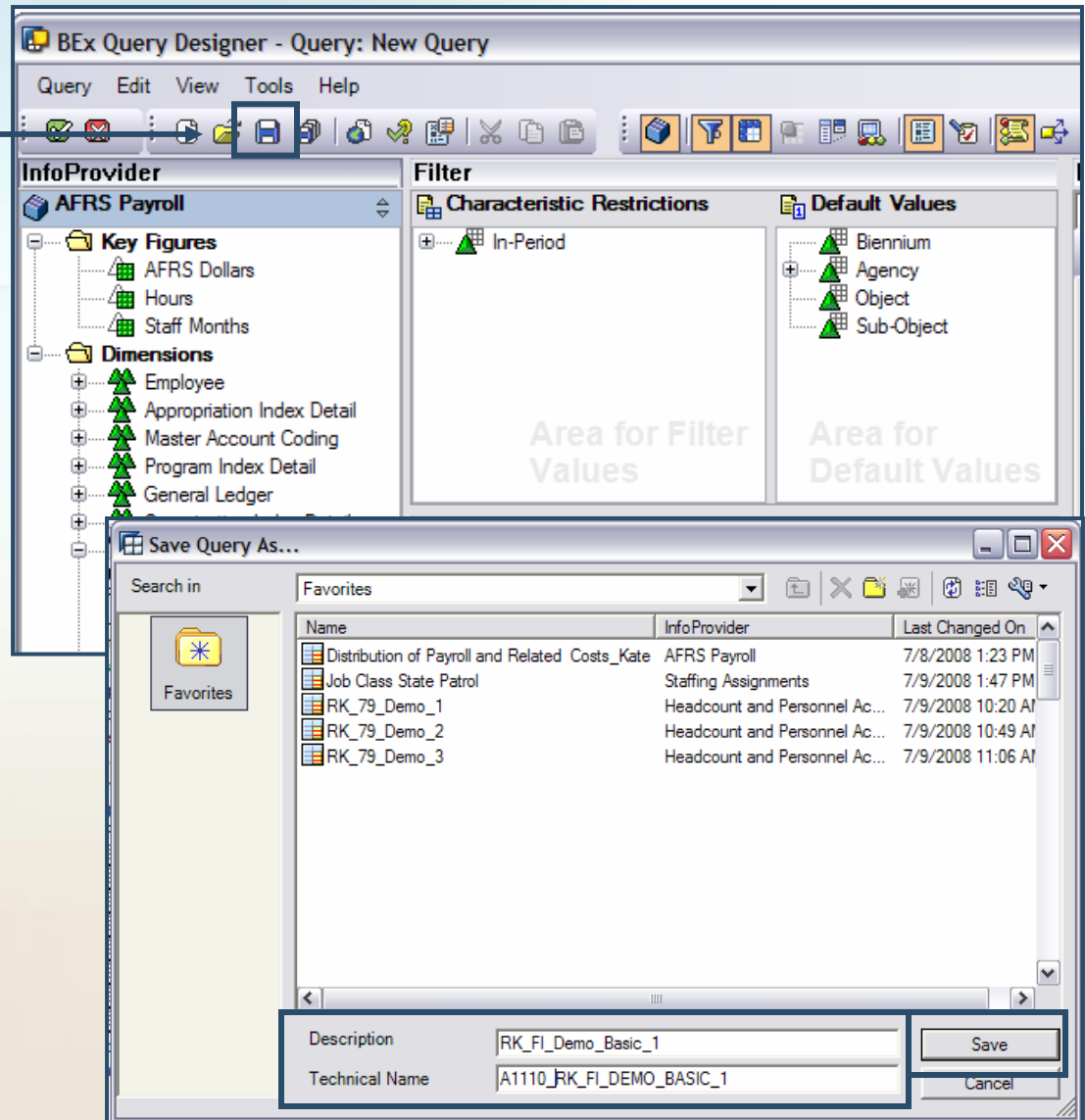
IX. Running the Ad Hoc Query

1. Click the Execute Query on the Web icon from the BEx Query Designer toolbar.
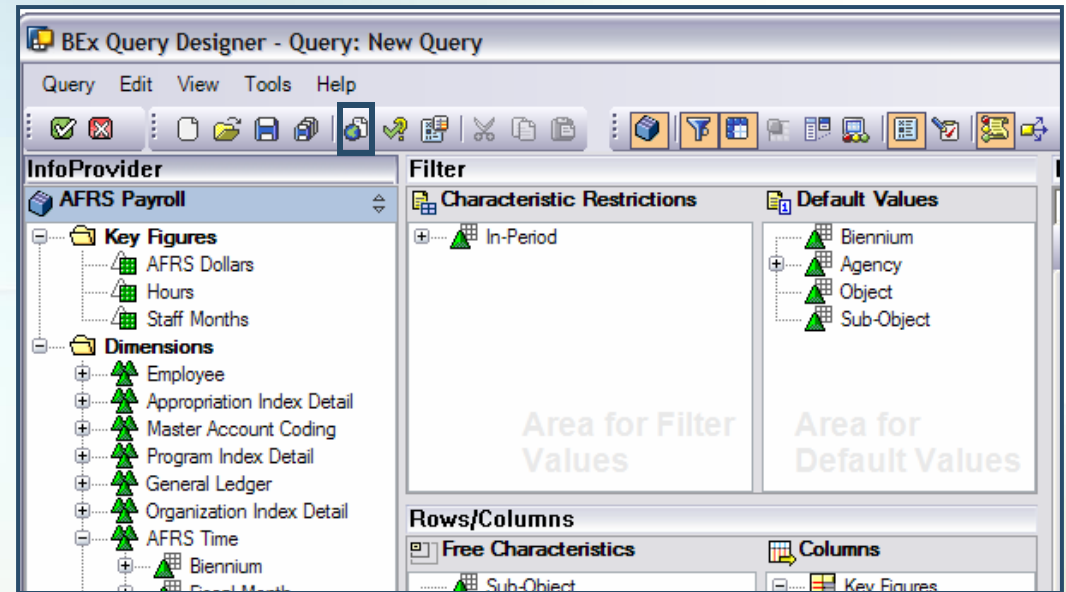
If prompted, enter your BI User Name and Password.

2. Enter report Variables.

3. Click OK.
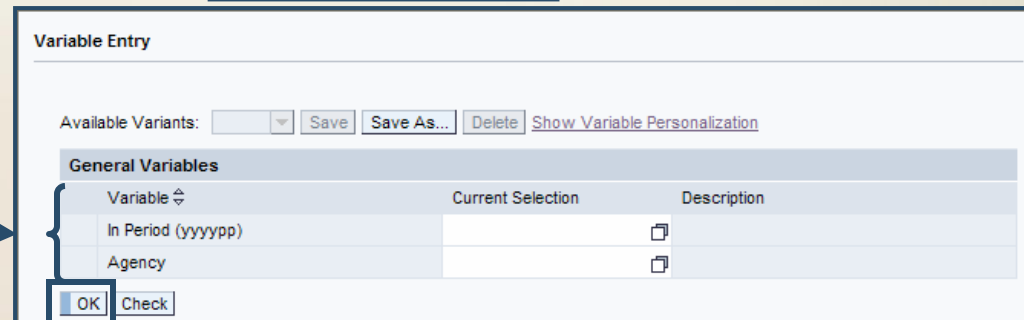
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X. Ad Hoc Query Results

RK_FI_Demo_Basic_1

| Display As | Table ▾ | Information | Send | Print Version | Export to Excel | Comments |

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• Object		Result		712,909.74
▼ Free characteristics	Overall Result			712,909.74
• Sub-Object				

Dollars Key Figure

Sub-Object Free Characteristic

Biennium Characteristic

Agency Characteristic

Object Characteristic

X. Ad Hoc Query Results, Cont...

Drag&Drop the Sub-Object Free Characteristic to the query results

Query Results with Sub-Object Free Characteristic